


# PrintShop Pro

- Add a Category
- Add Size named "ITems for Scanning" or similar
- Then Configure the options that you need. e.g. Number of documents
- Create Finished Sizes for prices.e.g. Scan (1 - 10 pages), Scan (11 - 20 pages), etc.
- Change # of Sets to "# of Pages to Scan"
- Turn OFF - Main Stock option.
- Add a default ADD - ON for each Finished Size. ( Create an Add-On with a price for 1-10 pages, etc.)

<https://printshop.sjeccd.edu/PSP/appNet/Manager/OrderCategoriesAdd.aspx>

## Order Categories

☐ Show Discontinued [Add New Order Category](#)

ID		Ord
<a href="#">Black Ink Copies</a>	1	

[Back to Order Categories](#)

## Order Category Details

[Workflow Setup for Items for Scanning](#)

OrderCategoryID	22
Order Category Name	Items for Scanning
Direct Link to Order Page for this Category	<a href="http://printshopproweb:81/PSP/Appnet/PrintOrderPublic/OrderRedirect.aspx?OCID=22">http://printshopproweb:81/PSP/Appnet/PrintOrderPublic/OrderRedirect.aspx?OCID=22</a>
Print Type	<input checked="" type="checkbox"/>
Quick Copy Type	<input type="checkbox"/>
Store Type	<input type="checkbox"/>
Display Order	9999.00
Description	

## Finish Sizes

Order Category: Items for Scanning [Edit Order Categories](#)

			Finished Size	Web Viewable	Permissions and Visibility	Difficulty Factor	Approval Category	# Stocks Viewable (non-cover B/W)	# Stocks Viewable (non-cover/Color Ink)
<a href="#">Defaults</a>	<a href="#">Remove</a>	No Image	Full Sheet 8 1/2 x 11 (EVC)	<input checked="" type="checkbox"/>	All	1.0000	Check User Setting <a href="#">Edit</a>	0	0
<a href="#">Defaults</a>	<a href="#">Remove</a>	No Image	Full Sheet 8 1/2 x 11 (SJCC)	<input checked="" type="checkbox"/>	All	1.0000	Check User Setting <a href="#">Edit</a>	0	0

Unassigned Finished Sizes for Items for Scanning --Select One--- [Add Selected Finish Size to This Category](#)

[Create New Finished Size](#)

<http://printshopproweb:81/PSP/appNet/Manager/FinishedSizeDefaults.aspx?OCRID=356&OCID=22>

←

→

↻

Not secure

printshopproweb:81/PSP/appNet/Manager/FinishedSizeDefaults.aspx?OCRID=356&OCID=22

Apps

Getting Started

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New Tab

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Print Shop Pro® Manager

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[Back to Finish Sizes](#)

[Clone this Finished Size](#)

[Manage Permissions for this Finish Size](#)

Default Values for Online Order: Items for Scanning, Full Sheet 8 1/2 x 11 (EVC)

[Binding, Cut, Fold and Drill Options](#)

[Binding, Cut, Fold and Drill Defaults](#)

[Stock Size, Style and Weight](#)

[Stock Default Values](#)

[Addon Values \(0\)](#)

[Special Stock Size, Style and Weight](#)

Update

Cancel

Category

Direct Link to Order Page

Finished Size

General Settings

Ask Number of Sets

Number of Sets Name

Number of Sets "What is This?" text

Maximum Number of Sets

Number of Sets Exceeded Alert Message

Maximum Number of Impressions (Main Stock)

Number of Impressions Exceeded Alert Message

Ask Number of Originals instead of Sheets per Set  
(Uncheck to ask # of Sheets, # Linear

Items for Scanning

<http://printshopproweb:81/PSP/Appnet/PrintOrderPublic/OrderRedirect.aspx?OCID=22&OCRID=356>

Full Sheet 8 1/2 x 11 (EVC)

(Always set to "Checked" except when no paper stocks are required - e.g. Graphics Only Requests, File Upload Requests)

☒

# of Pages to Scan

This is the number of copies (i.e. the number of finished sets required.)

999999

Your request has exceeded the maximum number of [[MaxSets]] sets for this type of order. Please Use the value [[MaxSets]] to insert the Maximum Number of Sets value into the message.

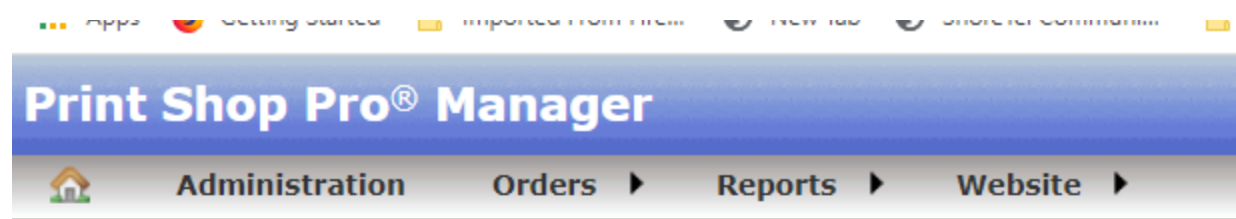
999999

Your request has exceeded the maximum number of impressions of [[MaxImpressions]] for this Use the value [[MaxImpressions]] to insert the Maximum Number of Impressions value into the message.

# of Originals Question text is currently set to "# Originals". This may be set in

## Addons

<http://printshopproweb:81/PSP/appNet/Manager/AddOnCategories.aspx>



## Add-ons

Add-on Name Contains

Show Discontinued ☐

Show Templated Items ☐

Add-on Type

[Add New Add-on](#) [Edit Add-on Types](#)

	<u>Add-on Fee</u>	<u>Setup Fee</u>	<u>Type</u>
<a href="#">2 times of 24 x 30 Using for 30 x 72</a>	6.5600	0.00	Print
<a href="#">2-Up Cut per Sheet</a>	0.0015	0.00	Binding
<a href="#">2-Up extra fold</a>	0.0025	0.00	Binding
<a href="#">3-hole punch &amp; Shrink Wrap per set</a>	0.3500	0.00	Binding
<a href="#">B&amp;W Blue 11x17 70# Text Print B2B</a>	0.1500	0.00	Print
<a href="#">B&amp;W Blue 11x17 70# Text Print SS</a>	0.1100	0.00	Print

[Back to Add-on Categories](#)

## Add New Add-on

Add-on	
<b>Add-on Name</b>	<input type="text" value="Mail Letters"/>
<b>Add-on Name (Public)</b>	<input type="text" value="Mail Letters"/>
<b>Fee Type</b>	<input type="text" value="Mailing"/>
<b>Fee per Unit</b>	<input type="text" value="0"/>
<b>Non-Materials Portion of Fee</b>	<input type="text" value="0"/>
<b>Set-up Charge</b>	<input type="text" value="0"/>
<b>Is Templated Item</b>	<input type="checkbox"/>
<b>Show Add-on Details To Customer</b>	<input checked="" type="checkbox"/>
<b>Show Add-on Qty to Customer</b>	<input checked="" type="checkbox"/>
<b>Show Add-on Price to Customer</b>	<input checked="" type="checkbox"/>
<a href="#">Insert</a> <a href="#">Cancel</a>	

\* Set the Add-on as a Templated Items if the fee is applied to a templated item, such as a business card or letterhead.

## Set Default Add-ons

[Close](#)

Add-on	<input type="text" value="Mail Letters"/>
Mail Letters (\$0.00 Each; Setup: \$0.00)	
Quantity	<input type="text" value="1"/>
Method	<input type="text" value="Per Set"/>
<input type="button" value="Add"/> <input type="button" value="Close"/>	

Default Add-ons						
	Add-on	Setup	Price Each	Quantity	Application Method	Total
<a href="#">Edit</a> <a href="#">Delete</a>	Mail Letters	\$0.00	\$0.00	1.00	Per Set	\$0.00

## Edit Site Information

Job Name

# of Sets

[What is this?](#)

## Main Paper

Format

☐ 1 Sided ☐ 2 Sided

# Sheets Per Set

[What is this?](#)

Ink Color

☐ Black ☐ Color ☐ Both

Stock Style

[What is this?](#)

Stock Weight

**100#** [What is this?](#)

Paper Color

☒ White